

Using the Control Panel

The Control Panel is a special folder in Windows XP that contains all the special configuration options for your computer. It allows you to personalize your computer to fit your needs.

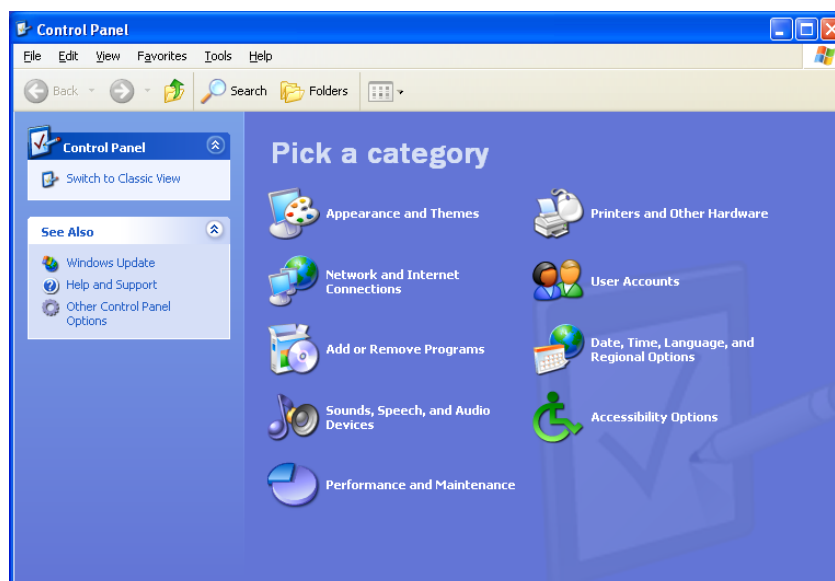
To open the Control Panel:

2. Move the mouse pointer to **Control Panel**




1. Click on the **Start** Menu




The Control Panel window will now open on your screen:



What do all these icons do?

	Appearance and Themes	Special "looks" that you can choose for your computer--the underwater theme adds fish to your desktop and makes your computer sound like an aquarium. You can change the computer's background, color scheme, resolution, and screen saver with this useful option. You can also add new fonts (a font is text style) to your computer.
	Network and Internet Connections	Allows you to adjust Modem settings. Helps you with instant messaging options, setting up a home network, and provides a firewall to protect your privacy.
	Add or Remove Programs	Helps you install new software and uninstall programs you don't want anymore.
	Sounds, Speech and Audio Devices	Changes what sounds your computer makes when different events occur. You can record your own sounds, as well as set up and adjust the sound from CDs, MP3s or games that use sound.
	Performance and Maintenance	Tools and programs that can help keep your computer safe, handle routine maintenance tasks and restore your system, if needed. You can also control power options to save energy.
	Printers and Other Hardware	Helps you install a printer, perform basic printer tasks and fix printer problems. You can add or change settings for your mouse, keyboard, game controllers, phone, modem, fax and scanners. For example, you can adjust your mouse to be more sensitive to your clicking rate or to be oriented for a left-hander.
	User Accounts	Helps you set up accounts with pictures and passwords for everyone who uses your computer. This way you can have different personal settings for different users at one computer.
	Date, Time, Language and Regional Options	In this area you can make changes to your computer's time, date, and time zone. You can also adjust your keyboard here for different language settings, and you can change how numbers, currencies and dates are displayed.
	Accessibility Options	Allows you to adjust the text and color combinations for your screen and adjusts the computer settings to make it easier for people to use with special physical needs.

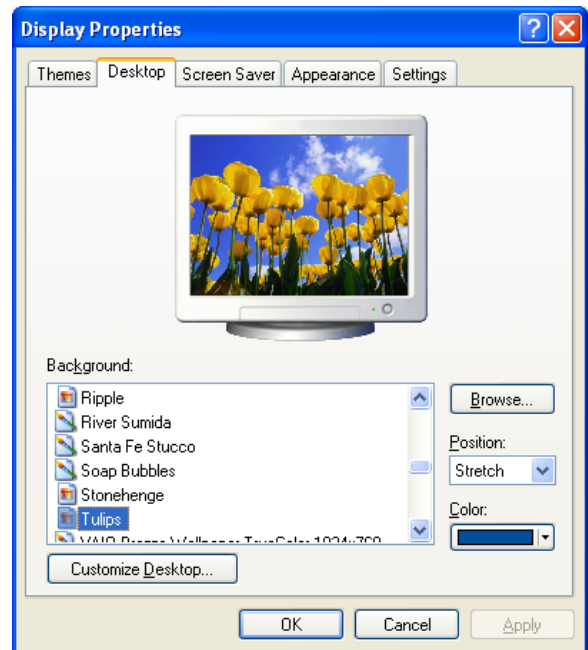
Options with the bell symbol  next to them are either used very infrequently or should be used very carefully, as they could affect the smooth functioning of your computer system.

Changing the Display Options

There are 2 ways to access the **Display Properties** to change how your **Desktop** looks.

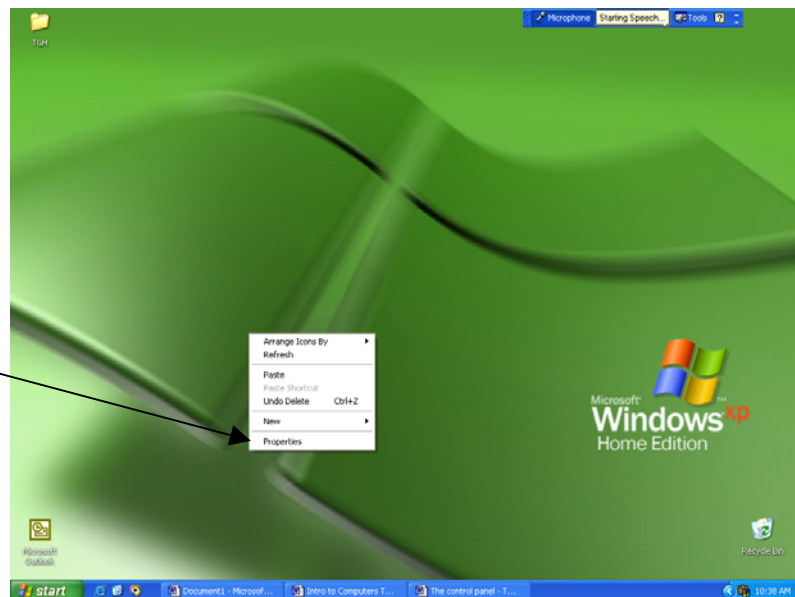
Option 1:

1. Open the **Control Panel**
(Reminder: To get to the **Control Panel**, click on **Start**, and then click on **Control Panel**)
2. Click on **Appearance and Themes**
3. Select the **Display** icon.
4. The **Display Properties** dialog box will now appear on your desktop.



Option 2:

1. Right-click the mouse pointer somewhere in the "empty" space on your desktop
2. A pop-up menu will appear. Click on the option **Properties**.



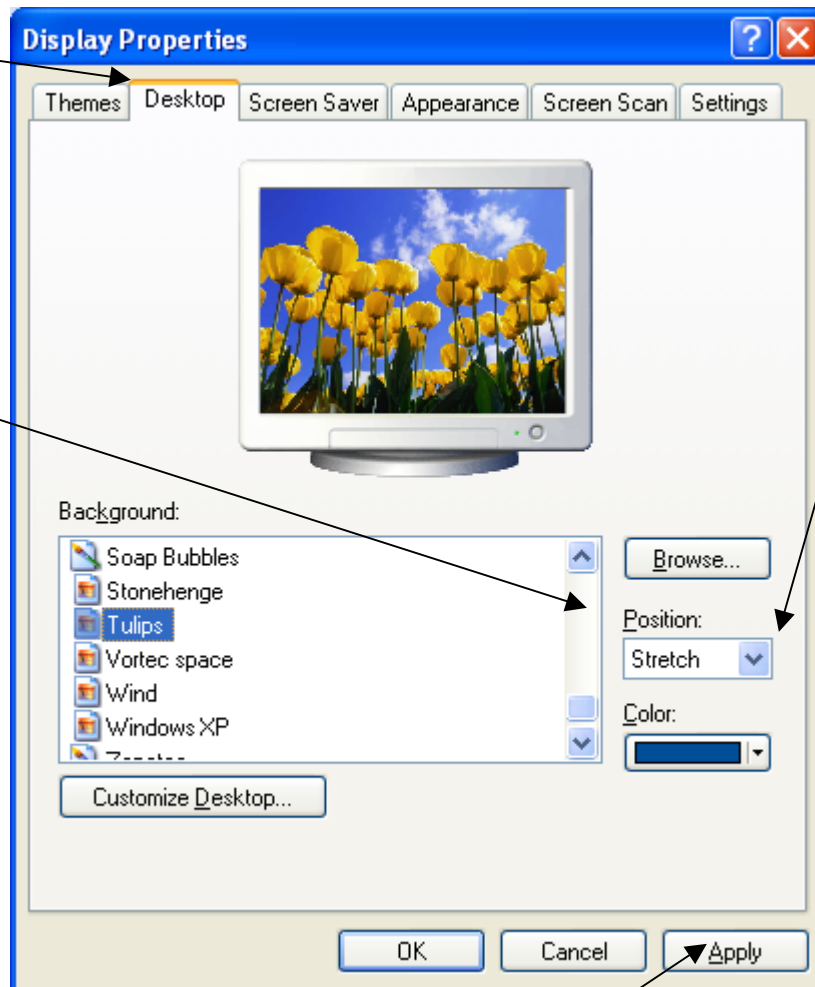
To change the Background on your Desktop:

There is a collection of special graphics in Windows XP that can be spread across the background of your computer screen.

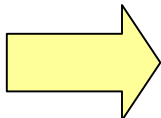
1. Click on the **Desktop** tab.

2. Scroll through the list to find a **Background** option that you like. When you select an option, a preview appears in the mini-monitor.

3. Click here to **Tile** (repeat), **Stretch**, or **Center** the wallpaper across your desktop.



4. After you find the option you want, click on **Apply**.



If you just want a solid color as your desktop background, select the **None** option at the top of the background menu.

To change the Screen Saver in Windows 98

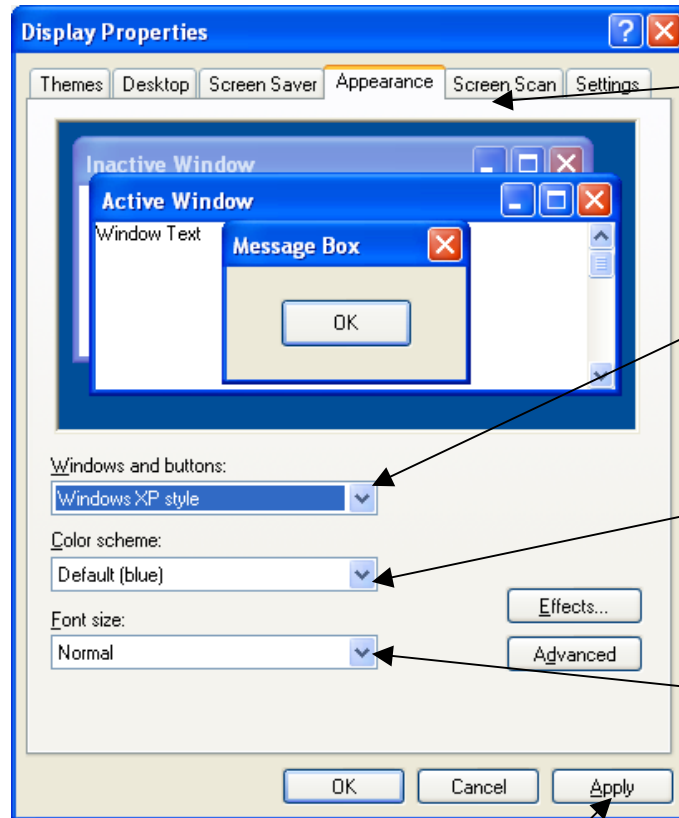
In the past, leaving a computer on for long periods of time risked permanently damaging the monitor because the images displayed on the monitor could burn themselves onto the monitor's screen. Screen Savers were invented to protect monitors from this problem. Whenever a computer hasn't been used for a while, the screen saver either turns the screen all black or fills the screen with moving images. Today, monitors don't have this problem, but people like to use screen savers as a way to express themselves and because they are fun.

1. Click on the **Screen Saver** tab.
2. Click on the drop-down list to see the screen saver choices.
3. When you select a screen saver option, a preview will appear in the mini-monitor.
4. Click on the **Preview** button to see what will happen to the entire screen when the screen saver starts up.
5. Click here to choose how long you want the computer to be idle before the screen saver starts.
6. Click **Apply** to save the new settings.

HINT: To stop a screen saver, just shake the mouse.

To make other changes to your screen's appearance:

You can change the background color of your desktop and many other window items through the Appearance tab.



1. Click on the **Appearance** tab.

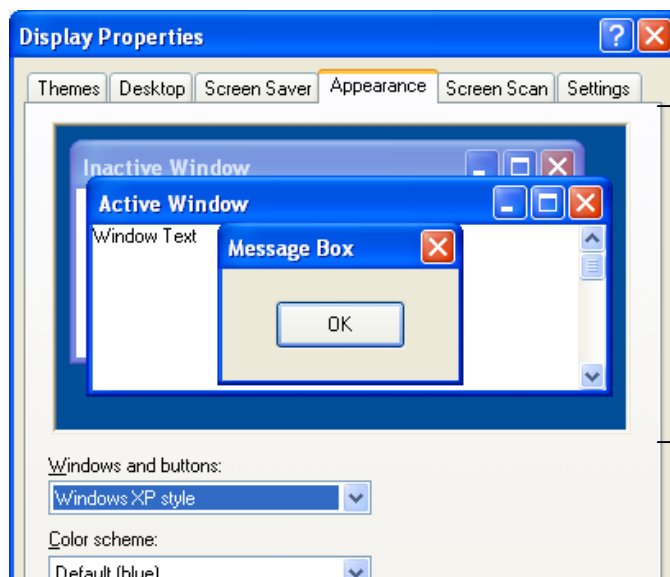
2. Click here to set the Windows XP or Windows Classic window and button style

3. Click here to select a color scheme for your computer - **schemes** are built-in color designs that affect your desktop color, windows and icons.

4. Click here to change the font size from normal to large or extra large

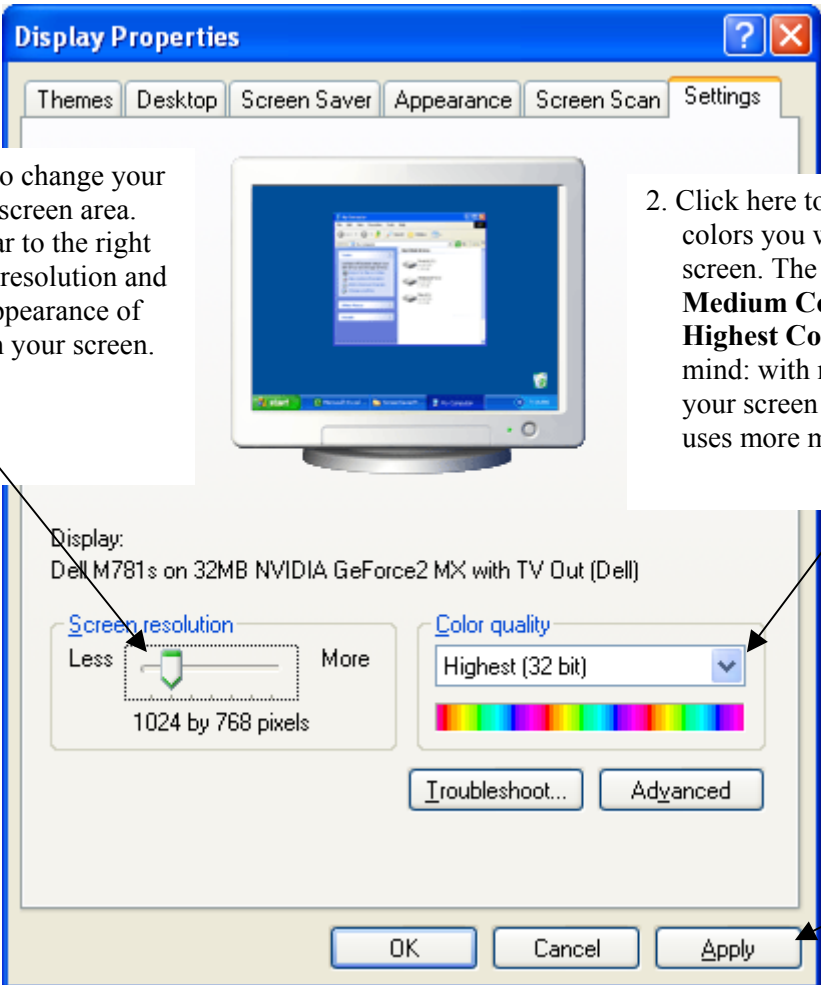
6. Click **Apply** to save the changes.

5. A preview appears in the mini-desktop area to show what the new scheme will look like.



To change the resolution in Windows XP:

Your monitor and video card can display different numbers of color on-screen and can display different resolutions. The higher the resolution, the more information you can pack onto your screen at once and the smaller everything will appear on screen. Different programs (especially children's software) require different color modes and resolutions, so it's important to know how to change these.




1. Click on the **Settings** tab.



2. Click here to select how many colors you want to display on-screen. The two choices are **Medium Color (16 bit)** or **Highest Color (32 bit)**. Keep in mind: with more colors displayed, your screen will look better, but it uses more memory.

3. Slide the bar to change your resolution or screen area. Sliding the bar to the right increases the resolution and shrinks the appearance of everything on your screen.

4. Click on **Apply** to save your changes.

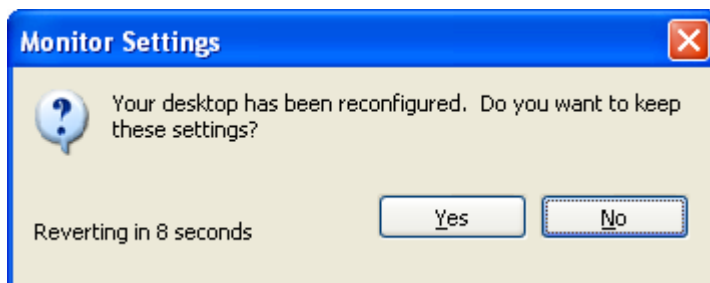
Display:
Dell M781s on 32MB NVIDIA GeForce2 MX with TV Out (Dell)

Screen resolution
Less  More
1024 by 768 pixels

Color quality
Highest (32 bit) 


Troubleshoot... Advanced

OK Cancel Apply



The screen will go blank while it is being reconfigured. This box appears to see if you want to accept the changes. It will automatically change back to the previous setting if you do not press yes.